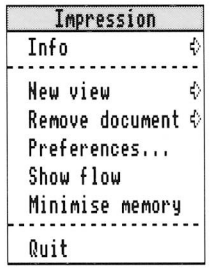
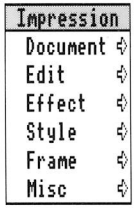


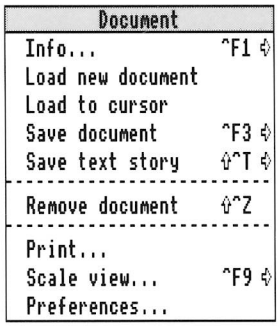
Program Menu

Click Menu on the Impression icon on the icon bar

Main Menu

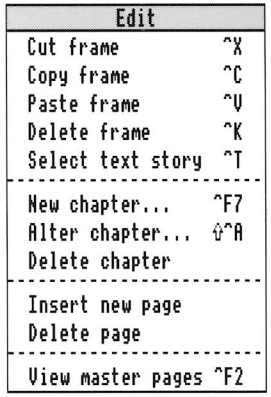
Click Menu on an Impression window

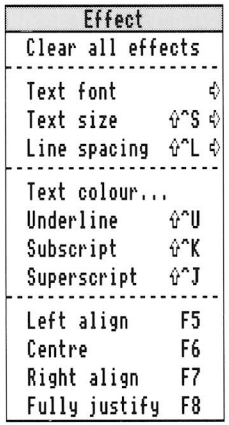




Document Menu

Edit Menu



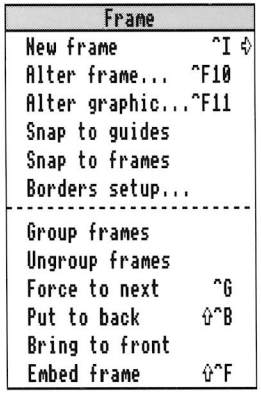


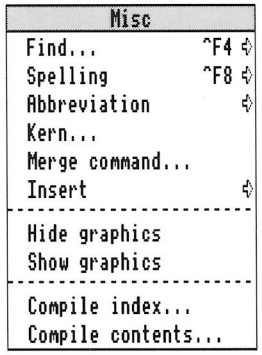
Effect Menu

FactCard 20492

Style Menu

Frame Menu





Misc Menu

Default master pages

1	single column, A4 portrait
2	single column, A4 portrait, left/right pair
4	two column, A4 portrait
5	two column, A4 portrait, left/right pair
7	three column, A4 portrait
8	three column, A4 portrait, left/right pair
10	A4 landscape
11	single column, A5 portrait
12	single column, A5 portrait, left/right pair
14	two column, A5 portrait
15	two column, A5 portrait, left/right pair
17	A5 landscape

IMPRESSION II

The document processor for the Archimedes

Computer Concepts Ltd

Key Short-cuts

Ctrl +

A	Delete character after cursor
B	Clear all styles (revert to Basestyle)
C	Copy selected item to clipboard
D	Cut word at cursor to clipboard
E	Extend space between characters (kern)
F	Check spelling of this story from cursor
G	Force to next frame
H	Delete back (same as back-arrow)
I	Insert frame
J	Move baseline down (vertical kern)
K	Delete item without putting it on clipboard
L	Cut line to clipboard
N	Next page
O	Turn frame outlines on/off
P	Previous page
Q	Select word at cursor
R	Reduce space between characters (kern)
S	Swap case of character after cursor
T	Select entire story
U	Move baseline up (vertical kern)
V	Paste clipboard contents
W	Check spelling of word at cursor
X	Cut selected item to clipboard
Y	Perform "Find next" search
Z	Cancel region selection
@	Select entire paragraph

In Find & Replace dialogue – Ctrl +

E	Replace to end of story
N	Find next
R	Replace & find next
Y	Find next

Ctrl + Shift +

A	Alter chapter dialogue box
B	Put to back
C	Close window
D	Insert current date
E	Edit ruler
F	Embed frame
G	Go to page
H	Insert bullet point (•) at cursor
J	Superscript effect
K	Subscript effect
L	Line spacing editable box
N	New ruler
P	Turn page rulers on/off
Q	Swop characters either side of cursor
R	Insert new repeating frame
S	Text size editable box
T	Save text story/selected text/graphic
U	Underline effect
W	Go to chapter
Z	Remove document
_	Insert an en-dash (–) at cursor

Mouse operations

	In a text frame	*In a graphics frame*	*In a null frame*
Single click on Select (LH)	Select frame & position cursor	Select frame	Select frame
Double click on Select	Select word at cursor	Enter alter graphics dialogue	–
Triple click on Select	Select line at cursor	–	–
Quad click on Select	Select paragraph at cursor	–	–
Single click on Adjust (RH)	Adjust selected region	–	–
Select drag	Select region of text	Slide graphic	–
Adjust drag	Select region of text	Rotate graphic	–

All types of frame:		
Hold down Select	–	Reposition local frame (move after 1 second)
Ctrl + Select	–	Reposition selected frame (immediate move)
Shift + Select	–	Used in multiple selection of frames
Alt + Select	–	Cycle through overlapping frames

Arrow keys

↑ ↓	Move cursor up or down one line
← →	Move cursor left or right one character

Shift +

↑ ↓	Scroll window up or down by one screen
← →	Move cursor left or right one word

Ctrl +

↑ ↓	Move cursor to start or end of story
← →	Move cursor to start or end of line

Function keys

Shift + F1 *to* Shift + F10	Scale current window to 10% to 100% of actual size
Shift + F11	Scale current window to half present size
Shift+Ctrl+F11	Scale current window to double present size
Ctrl + F1	Info dialogue box
Ctrl + F2	Open master page window
Ctrl + F3	Save document
Ctrl + F4	Find and replace dialogue box
Ctrl + F5	New style
Ctrl + F6	Edit style
Ctrl + F7	New chapter or master page
Ctrl + F8	Dictionary dialogue box
Ctrl + F9	Scale view dialogue box
Ctrl + F10	Alter frame dialogue box
Ctrl + F11	Alter graphics dialogue box

Other keys

Insert	Paste clipboard contents
Back-arrow	Delete previous character or cut selected region to clipboard
Delete	*- ditto -*
Copy	Delete next character or cut selected region to clipboard
Ctrl + Copy	Select line at cursor
Page Down	Scroll window down by one screen
Page Up	Scroll window up by one screen
Home	Move cursor to top of story
Print	Display print dialogue box
Ctrl + Print	Display print dialogue box resetting values to defaults
Alt + Space	Insert a 'hard space' (character 160)